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ABSTRACT

This book provides the college student with tips and practical strategies for studying and time management. The text is organized into eight sections with the first, "Work Smarter, Not Harder," exploring how to organize and streamline a morning routine so as to get off to a smoother start each day. The second section, "Date, Time, Place", discusses the importance of maintaining a calendar and how. The section, "Get Organized for Studying," reviews study space organization, managing study time, and taking notes and is followed by "Make The Grade," a description of important learning strategies: note-taking, repetition, memorization, concentration, active learning, and learning from tests. Next, "Overcome Test Jitters" looks at strategies for maintaining a calm approach and reviews basic test-taking techniques. The section "Use Support Services" urges students to visit and use learning labs, peer tutors, the library, and academic and career counseling. The section "Your Compatibility Quotient" discusses the importance of getting along with the variety of individuals encountered on campus from classmates to instructors and administrators with tips on listening skills. The final section, "Get Yourself in Focus," addresses self-awareness and argues for the importance of this quality in college success. (JB)

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